



Operations Memorandum

NUMBER: 001-2004 (5330)
DATE: 2/19/2004
SUBJECT: Pilot Program: 3621(e)
Release Procedures for
Medium and Low Security
Level Inmates at
Selected RDAPs

EXPIRATION DATE: 2/19/2005

1. **PURPOSE AND SCOPE.** This Operations Memorandum (OM) implements a new process for placing inmates who complete the Bureau's Residential Drug Abuse Program (RDAP) in lower security institutions prior to placement in a Community Corrections Center (CCC). Over 50 percent of inmates who complete the RDAP are eligible for early release. Of that number, about half complete the RDAP in medium and low security level institutions, and remain there until they are placed in a CCC.

To better prepare medium and low security level inmates for transfer to a CCC and an early release, the Executive Staff approved a pilot project to transfer eligible inmates to minimum security facilities before community placement. Inmates selected for this pilot program will be transferred to the institution's satellite camp (**transfers to other camps should not be made**) to:

- ◆ continue drug programming; and,
- ◆ determine how they respond to a decreased level of supervision.

The pilot project will operate for at least 36 months to ensure adequate evaluation data is obtained.

2. **PROGRAM OBJECTIVES.** The expected results of this pilot program are to:

- ◆ reduce the number of 3621(e) eligible inmates who transfer directly from medium or low security facilities to a CCC;
- ◆ increase the success rates of inmates who complete RDAP and transition through CCCs; and,
- ◆ maximize use of minimum security level bed space.

3. DIRECTIVES REFERENCED

PS 5100.07	Security Designation and Custody Classification Manual (9/3/99)
PS 5330.10	Drug Abuse Programs Manual (5/25/95)
PS 5800.13	Inmate Systems Management Manual (6/28/02)
PS 7310.04	Community Corrections Center (CCC) Utilization and Transfer Procedure (12/16/98)

4. APPLICABILITY. This OM only applies to three pilot sites:

- ◆ FCI Butner Medium and Butner camp;
- ◆ FCI Beaumont Low and Beaumont camp; and,
- ◆ FCI Sheridan Medium and Sheridan camp.

This OM applies to RDAP inmates housed in the pilot institutions who are more than 36 months from their projected Good Conduct Time Release date and who are eligible for early release.

The 18 U.S.C. 3621(e) release date must be established to provide residential drug program completers with a reasonable opportunity to participate in follow-up non-residential treatment (ordinarily, 9 months in the camp), and up to 180 days CCC time.

Except for the procedures specified below, staff will comply with all other aspects of the Drug Abuse Programs Manual, Inmate.

5. **PILOT PROGRAM OVERVIEW.** This Section provides a general overview of the chronology of procedures to implement this pilot project. Roles and responsibilities for each staff component are contained in Sections 6, 7, and 8.

- a. **Step One:** For inmates eligible for early release and who are on the waiting list for the RDAP, the unit team will review the inmate's eligibility for CCC placement no less than 36 months from his or her projected Good Conduct Time release date. The DAP Coordinator (DAPC) will monitor the waiting list and determine (via release dates) who is eligible for the pilot program.

- b. **Step Two:** Once RDAP participation begins, the DAP Coordinator will route the "Notification to ISM" form to ensure that a GCT Release date is converted to a 3621(e) release date.
- c. **Step Three:** The Unit Team will request application of a Management Variable for Lesser Security from the Region Office when the inmate enters the final phase of RDAP treatment. When the inmate also has a Public Safety Factor, a waiver request will be necessary.
- d. **Step Four:** The Unit Team at the medium or low security institution will send the CCC referral packet to obtain a CCC date. The CCM will expedite the referral's processing.
- e. **Step Five:** Once steps three and four are complete, the inmate will be transferred to the minimum security institution until transferred to a CCC.
- f. **Step Six:** Drug Abuse Program staff at the camp will conduct transitional drug abuse treatment no less than one hour each week with pilot-program inmates who have completed the unit-based component of RDAP.

The Unit Team and the Drug Abuse Program staff at the parent institution must coordinate transfer of the referral packet and other inmate records with their counterparts working at the camp.

6. DAP COORDINATOR RESPONSIBILITIES. The Drug Abuse Program Coordinator (DAPC) is responsible for the following procedures:

Note: All records for pilot participants must be expedited.

- a. Ensure that inmates applying for the RDAP are screened promptly and early release eligibility is determined (interviewing inmates early is important);
- b. Ensure a SENTRY DRG assignment for this pilot program is entered. This new assignment should be entered only **after:**
 - ◆ the inmate is RDAP qualified;
 - ◆ determined to be early release eligible; and,
 - ◆ the Warden/Unit Team determines the inmate is CCC eligible;

- c. Route the "Notification to ISM" form to secure a 3621(e) date in SENTRY upon the inmate's participation in RDAP;
- d. Monitor inmates who are assigned pilot program participation via SENTRY rosters;
- e. Ensure that treatment summaries are submitted to the Unit Team for inclusion in the CCC referral packet;
- f. When transferred to the camp, conduct drug counseling sessions no less than one hour per week with pilot-program inmates who completed the unit-based component of RDAP. This followup treatment should be conducted as an ongoing group so that inmates may enter at any point; and,
- g. When the inmate does not comply with the treatment plan while residing in the camp, staff must provide the inmate with a formal warning. If, after one formal warning, the inmate continues to engage in unsatisfactory conduct and/or does not participate successfully in treatment, the inmate must be deemed:
 - (1) an RDAP failure;
 - (2) be returned to the parent institution; and,
 - (3) lose early release eligibility.

7. UNIT MANAGER RESPONSIBILITIES. The Unit Manager is responsible for the following procedures:

- a. Returning the "Notification of Instant Offense" form promptly so that the DAPC can determine if the inmate is early release eligible;
- b. Review of CCC eligibility for participants in the pilot program (more than 36 months from GCT Release date).

Note: This will require resolution of pending charges, detainers, and relocation requests at the earliest possible time.

- c. Communicate the final CCC eligibility determination to the DAP Coordinator;
- d. Request that the Regional Office enter a Management Security Level (MSL) designation and assign a Management Variable of Lesser Security (also request a waiver of the PSF assignment when applicable);

- e. Send the CCC referral packet to the CCM at or near RDAP completion. Unit Team staff are to add a notation under Section 11 of the Institutional Referral for CCC Placement form (BP-S210) that states: "RDAP Pilot Program participant requires expedited CCC placement."
- f. Transfer the inmate to the local camp when:
 - ◆ the inmate completes the unit-based component of RDAP;
 - ◆ the CCC placement date is secured;
 - ◆ the region approves the MSL and Management Variable of Lesser Security; and,
 - ◆ the region waives the PSF (when applicable).

8. **COMMUNITY CORRECTIONS MANAGER (CCM) RESPONSIBILITIES.** The CCM must receive CCC referral packets (earlier than usual) for inmates who are selected for this pilot program. The CCM will expedite the CCC referral and load the SENTRY DST assignment at the soonest possible time for inmates identified in section 11 of the BP-S210 as participating in the pilot program (inmate should also have DAP PART P assignment).

The CCM role is critical because the inmate will not be transferred to the camp until the CCC transfer date is secured.

9. **PROGRAM SENTRY CODES.** Each participant's current status with the pilot project will be maintained on SENTRY. New SENTRY DRG codes will be the responsibility of the DAP Coordinator at the pilot sites.

- a. **DAP WAIT P** - An inmate waiting at a pilot site who meets both the RDAP qualification and 3621(e) eligibility criteria. This assignment may be entered only if the inmate has no less than 36 months until release (before a projected 3621(e) date is entered) prior to the RDAP participation date.
- b. **DAP PART P** - A "pilot participant" who begins participation in the RDAP's unit-based component. An inmate must have at least 36 months to their projected release date when they are entered as DAP PART P.
- c. **DAP COMP P** - A "pilot participant" who has completed the RDAP's unit-based component.

- d. **DAP FAIL P** - A "pilot participant" who fails the RDAP during or after completing the RDAP's unit-based component.

Inmates who are identified as "**DAP PART P**" but are later determined to be unable to transfer to the camp remain officially part of the pilot program. Part of the evaluation will determine the number of inmates who were identified as pilot program participants but did not transfer to the camp before CCC placement.

10. **EVALUATION.** The Office of Research and Evaluation will evaluate the pilot program's effectiveness. The evaluation will compare the number of inmates who transition to a minimum security institution successfully with those inmates who fail and are returned to more secure custody.

The reasons for failure, the stage at which they failed (camp or CCC), as well as the average number of days spent in minimum security institutions will also be analyzed.

This pilot program will extend beyond the expiration date of this Operations Memorandum.

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